TEVETA
Technical Education, Vocational and Entrepreneurship Training Authority

TEVET Learnership Scheme

How to start and implement a TEVET Learnership

A guide for training providers

The Government of the Republic of Zambia, through the Ministry of Science, Technology and Vocational Training introduced a dual based training system through the TEVET Policy of 1996 and the TEVET Strategy of 1997. The Technical Education, Vocation and Entrepreneurship Training Authority (TEVETA) was established by the TEVET Act No. 13 of 1998 read together with TEVET (Amendment) Act No. 11 of 2005 to interpret and implement the TEVET policy. This brochure explains the role of training providers in implementing TEVET Learnerships.

What is a TEVET Learnership?

A TEVET Learnership is a training method that combines theoretical training at a college or training centre with relevant work experience. A TEVET Learnership must lead to a recognised national qualification. The learner must receive a certificate at the end of the TEVET Learnership, confirming the skills acquired during the Learnership. TEVET Learnerships are based on legally binding agreements between training providers, employers and learners. These agreements aim to ensure that the training provided meets required standards. Both Training providers and Employers play a crucial role in the implementation of TEVET Learnerships

What are the expected benefits to the training provider?

- Training providers have an opportunity to expand their businesses through the implementation of TEVET Learnership training
- The quality of training is improved as training providers are able to ensure that learners receive practical, hands on experience in applying theory that has been covered
- Training providers will know that their training leads to nationally recognised qualifications, that is relevant to the needs of commerce and industry
- Provides an opportunity for training providers to network with employers in various sectors, there by creating long-term partnerships between themselves and business houses

What are the expected benefits to the employer?

The potential benefits of training on TEVET learnerships to an employer are numerous:

- The structured learning programme of a Learnership can assist employers in developing a well-trained and committed workforce.
- Employees will have an opportunity to get trained towards a nationally recognised qualification while working and in the long run leads to a motivated and dedicated staff.
- Employers have an opportunity to identify potential candidates for employment during the scheme.

What are the expected benefits to the learners?

- Through a TEVET Learnership, the learner achieves a nationally recognized qualification
- The learner gains work experience, thus improving his/her chances of finding employment after the TEVET Learnership is completed
- The work experience gained during the TEVET Learnership could assist the learner to be more successful in establishing his/her own business
- The learner has active links within the employment network, thus increasing his/her likelihood of finding employment.
- Greater familiarity with the work environment in chosen career
- Enhanced knowledge of specific industries, organizations, professions, occupations and positions
- Increased relevancy of subsequent coursework

What are the steps to implementing a TEVET Learnership?

The following steps have to be taken to implement a TEVET Learnership:

1. **Choose a TEVET Learnership programme**

Training providers should determine which TEVET Learnerships they can implement. Training providers need to ensure that they are accredited with TEVETA in order to provide training for the chosen TEVET Learnership programme. Non-accredited training providers cannot implement TEVET Learnerships.

2. **Identify employers (workplace training providers)**

Once a TEVET Learnership has been identified, training providers need to identify and approach suitable employers that are able to provide relevant workplace based training.

3. **Identify a learner supervisor**

Training providers should identify a person who will be responsible for the learners (learner supervisor) just as the Employer will also identify a person who is going to be the learner's mentor within their organization. These two will guide the learner and help her/him to deal with any problems related to the TEVET Learnership

4. **Recruit and select of learners**

Once training providers have reached an agreement with employers on the number of learners to employ, recruitment can commence. The number of learners to be recruited is determined by the necessary infrastructure and facilities in place to support the learners

5. **Sign a TEVET Learnership agreement**

Training providers must ensure that a TEVET Learnership agreement is signed. The TEVET Learnership agreement is a Memorandum of Understanding that binds an employer, a learner and a training provider into a relationship for the duration of the TEVET Learnership.

The TEVET Learnership agreement should specify:

- What the training programme is designed to achieve, e.g. the qualification that the learner will earn and the learning outcomes that must be achieved i.e. the skills she/he should be able to perform
- Employer's roles and responsibilities
- Learner's roles and responsibilities
- Training providers' roles and responsibilities.

6. **Register the TEVET Leadership Scheme**

Training providers must ensure that the TEVET Learnership is registered with TEVETA before implementation commences. Registration of a TEVET Learnership is done by submitting signed copies the TEVET Learnership Agreement to TEVETA with the following attachments:

- Copy of proposed learning programme
- Proof of workplace training plan approval from the employer
- Name and profile of an official who will be responsible for training quality assurance at the workplace

TEVETA will provide proof that the Learnershi p has been registered via an official confirmation letter that will include the following details:

- Addressed to the Employer Organisation and Training Provider
- TEVET Learnership Title
- Approved copy of the TEVET Learnership Agreement

- Date of Commencement of TEVET Learnership
- Date of Completion of TEVET Learnership

What are the responsibilities of training providers?

- Giving the training as set out in the TEVET Learnership
- Supporting learners
- Keeping records of training provided
- Assessing learners' competence as outlined in the TEVET Learnership
- Liaising with employers on the delivery of the TEVET Learnership.

What are the responsibilities of employers?

- Providing planned and supervised opportunities for workplace learning
- Orienting learners to the Employer's rules, policies, procedures, methods, and operations;
- Evaluating learners' performance and notify the Training Provider of any cause of dissatisfaction
- Complying with all national and local laws, ordinances, and codes applicable
- Supervising and controlling learners at the site.

What are the responsibilities of learners?

- To work for the employer as part of the learning process
- To comply with the employer's work place policies and procedures
- To complete any timesheets/log books or written assessment tools supplied by the employer or the training provider
- To attend all study periods and theoretidalearning sessions with the training provider
- To undertake all learning conscientiouslyand set aside sufficient time for self-study
- To undergo all practical and theoreticalassessments for the TEVET Learnership.

For more information on TEVET Learnerships, please contact

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